

## STATE WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** July 11, 2019

**TIME:** 11:00 a.m. – 12:30 p.m.

**LOCATION:** Department of Workforce Services  
South County Employment Center  
5735 South Redwood Road Taylorsville, UT 84123

<p><b>MEMBERS PRESENT:</b> Dave Dixon Joey Gilbert Megen Ralphs Wally Trotter</p>	<p><b>EXCUSED:</b> Brian Olmstead Gary Harter Sarah Brenna</p> <p><b>STAFF PRESENT:</b> Kim Bartel Liz Carver Mahal Roesser Sandy Terry</p>
<p><b>QUORUM:</b> Yes</p>	

ACTION ITEM(S):	ASSIGNED TO:	DUE BY:
1. Send the proposed Apprenticeship Commissioner interview questions to Executive Committee members for feedback.	Liz Carver	TBD
2. Send Director Liz Carver the contact information of the proposed Executive Committee recruitments.	Joey Gilbert	ASAP
3. Send Board Membership Recruitment nomination form to the Executive Committee.	Kim Bartel	TBD

### 1. WELCOME AND OPENING BUSINESS

Committee Chair Megen Ralphs called to order the State Workforce Development Board Executive Committee Meeting at 11:12 a.m., Thursday, July 11, 2019 at the office of the Department of Workforce Services in Taylorsville, Utah.

#### A. ACKNOWLEDGMENTS AND INTRODUCTIONS

- i. Committee Chair Megen Ralphs announced Loggins Merrill as the new Workforce Development Division (WDD) Director.
- ii. Sabrina Depenbrock, Dave Dixon and Wally Trotter resigned from the SWDB.

#### B. APPROVAL OF APRIL 11, 2019 MINUTES

Committee Chair Megen Ralphs called for a motion to approve the meeting minutes of the April 11, 2019 State Workforce Development Board Executive Committee Meeting.

**MOTION:** Wally Trotter

**SECOND:** Joey Gilbert

*Approve:* All

*Oppose:* None

## 2. **OGDEN ONE-STOP CERTIFICATION REVIEW**

Program Manager Sandy Terry summarized the Ogden One-Stop Certification review process. The Executive Committee discussed standardization of this process and the importance of new Board members participating in the One-Stop Certification Reviews.

### A. HIGHLIGHTS

Education and core partners increased engagement, streamlined criteria and eliminated duplications in the certification review process.

### B. APPROVAL OF BOARD RECOMMENDATION OF THE OGDEN ONE-STOP CERTIFICATION

Committee Chair Megen Ralphs called for a motion to approve the Ogden One-Stop Certification recommendation and present it to the SWDB.

**MOTION:** Wally Trotter

**SECOND:** Joey Gilbert

*Approve:* All

*Oppose:* None

## 3. **WIOA STATE PLAN**

Senior Business Analyst Kim Bartel introduced the proposed changes to the WIOA State Plan, discussed the anticipated due date March 1, 2020 for the revised WIOA plan, and expectation of a final draft ready by December 2019.

### A. COMMITTEE RECOMMENDATIONS AND PROCESS

The Executive Committee reviewed the recommendations from each subcommittee of the SWDB.

## 4. **APPRENTICESHIP COMMISSIONER**

Director Liz Carver discussed the results of the Apprenticeship Commissioner recruitment.

A. DWS received 46 applications, selected 14 for further review based on rating, and chose the final 5-6 candidates for interviews.

B. Director Liz Carver explained the skills assessment, interview, and final selection process.

C. Director Liz Carver and Assistant Deputy Director Nate McDonald will conduct and record interviews and send these recordings to the Executive Committee for review, scoring, and comparison.

D. DWS received a U.S. Department of Labor (DOL) grant for apprenticeships to help increase the number of apprentices entering the workforce. A grant manager will be appointment to Board Member Joey Gilbert's SWDB committee and will work closely with the Apprenticeship Commissioner.

## 5. **BOARD MEMBERSHIP RECRUITMENT**

Committee Chair Megen Ralphs announced the ongoing recruitment of three additional members to serve on the SWDB Executive Committee.

A. The Executive Committee discussed potential recruitments from Moab, Carbon County, West Valley, and St. George.



6. ADJOURNMENT

- A. Committee Chair Megen Ralphs called for a motion to adjourn the Executive Committee meeting on July 11, 2019 at the office of the Department of Workforce Services in Taylorsville, Utah at 12:32 p.m.

**MOTION:** Joey Gilbert

*Approve:* All

*Oppose:* None